

CURRICULUM COMMITTEE FUNCTIONS:

- I. Resources for priority curriculum, \$, people, space
  - A. prioritize curriculum
  - B. determine costs, manpower, etc.
  - C. recommend resource allocation
  - D. develop long term goals (5 year)
- II. Review low priority courses--curriculum
  - A. identify low priority courses
  - B. identify courses where questions arise concerning relevancy, content, etc.
  - C. establish quarterly reviews:
    - Required:
      - validation of need
      - validation of objectives
      - content review (technique)  
(see attachment)
- III. Review all new course proposals
  - A. see new course check list
  - B. approve disapprove/recommendations for change  
(see attached new course check list)
- IV. Review curriculum programs, e.g. Analyst training
  - A. ensure rigorous review
  - B. approve procedures/methods
  - C. required technique/method
- V. Oversee conduct of need surveys
  - A. approve method
  - B. review results
  - C. approve changes  
(see schedule of need survey)
- VI. Review and approve all instructional support programs
  - A. CBT programs (annually)
  - B. MPB
  - C. library support
  - D. catalogs
  - E. others

CURRICULUM COMMITTEE (Continued)

- VII. Review recommendations from operations sub-group
- VIII. Develop "Training Trainers Program"
  - A. establish committee (sub-group)
  - B. develop curriculum
  - C. approve recommendations
- IX. Conceptual Curriculum
  - A. units provide course sequencing (in progress)
  - B. develop category of courses (final approval due)
  - C. develop model for each unit or curriculum program

CURRICULUM COMMITTEE (Continued)

PROCEDURES:

STAT

1. Establish a panel chaired by 
  - a) two from each division who will review all proposals for curriculum review on issues related to that division. Nominees needed.
  - b) panel make recommendations to curriculum committee.
  - c) prepare staff presentations.
  - d) committee approval
2. Issues for panel
  - a) New Courses
    - list of all courses under development for FY 1986 required
  - b) Quarterly reviews
    - of courses
    - of curriculum
  - c) Need surveys
    - DO
    - DA
    - Recruitment
    - EEO
3. Priorities for panel
  - Management training review
  - Regional Career Studies Program
  - Records management
  - ITCIA (?)

CURRICULUM COMMITTEE NEW COURSE CHECKLIST

1. Course

Objectives:

-How fits into OTE categories, and Division or Office curriculum

2. Customer

-Who asked for it?  
-What kind of needs assessment?  
-Accountability

3. Students

-Who is course directed at?  
-Grade, experience, directorate  
-Kind of work (e.g. communicator, analyst, budget officer)

4. Course Design

-Short statement of purpose  
-Course outline  
-Method of instruction  
-Opinion of external reviewer on methodology

5. Course Substance

-Course outline  
-Opinion of external reviewer

6. Cost

-How many work years into develop and running?  
-\$ (not counting OTE personal service)  
-Opportunity cost, i.e. what else might be doing

7. Marketing

-Advertising, training officer network, etc. when and how?  
-Post-course

8. Post-Course Review

-Evaluation plan. How will students evaluate?  
Based on job evaluation? Non-student evaluation?  
-Date for returning to C.C. with evaluation and recommendation re-continuance, changes, etc.

CURRICULUM COMMITTEE (Continued)

NEED SURVEYS CY 1985

DO	- in progress
DA	- January 1986
OP (Recruiters)	- in progress
Office of Finance	- in progress
EEO	- in progress

CURRICULUM COMMITTEE (Continued)

QUARTERLY REVIEW SCHEDULE (CY1985)

Third Quarter 1985

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STAT

CIA Today and Tomorrow  
Introduction to ADP  
Advanced Intelligence Seminar (in progress)  
GIM II (completed)

Fourth Quarter

Introduction to CIA (?)  
Records Management  
EEO (in progress)  
\* Management Training  
\* Regional Training Program  
Analyst Training (in progress--report due)